



**DEFENSE LOGISTICS AGENCY**  
**THE DEFENSE CONTRACT MANAGEMENT COMMAND**  
**8725 JOHN J. KINGMAN ROAD, SUITE 2533**  
**FT. BELVOIR, VIRGINIA 22060-6221**

IN REPLY  
REFER TO

AQOD

January 16, 1998

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT  
DISTRICTS**

**SUBJECT:** DCMC Memorandum No. 98-38, Bulk Funding for Defense Personnel Support Center (DPSC) Clothing and Textile (C&T) Contract Size and Shipping Changes (TASKING)

This is a TASKING Memorandum. Its purpose is to explain how we expect a new bulk funding process to work. Target Audience: Commanders of DCMC Districts and the three Contract Administration Offices (CAOs) (DCMC Atlanta, DCMC Birmingham, and DCMC Americas-Puerto Rico) chosen to participate initially.

**New Information:**

- DCMC and DPSC recently agreed on a better way for funding size and shipping changes to C&T contracts. The new approach, "bulk funding," will greatly reduce the administrative burden for both organizations.
- The bulk funding concept is relatively simple;
  - DPSC will commit small pools of funds for the DCMC ACOs to use to definitize these types of changes (and only these types). Initially, these pools will be established at DCMC Atlanta, DCMC Birmingham, and DCMC Americas-Puerto Rico. Each office will receive \$25,000 initially.
  - These funds will be used to definitize all size and shipping changes valued at \$5,000 or less that are issued after receipt of the funding letter from DPSC. The funds are not to be used to definitize changes for which funds have already been requested from DPSC. Funds will continue to be requested from DPSC for equitable adjustments that exceed \$5,000.
  - Since these funds will be used on all C&T contracts administered by the three CAOs, each CAO will need to select a person to oversee the funds and maintain a simple funds control register. (The funds control register will, at a minimum, identify the change order, the modification that definitizes it, the amount of funds obligated, and will also keep a running balance of the amount of money left in the pool.) Please let the points-of-contact identified below know who will be responsible for doing this (and their phone and fax numbers and email addresses). This person should also contact the

DPSC point-of-contact (below) to obtain a specific funding document.

- This approach will be evaluated after six months to see if additional CAOs should be included, the pools increased, etc.

**DCMC Headquarters Point of Contact:**

- William Lonstein, Contractor Capability and Proposal Analysis Team
- Phone: (703) 767-3383
- Fax: (703) 767-2379
- E-Mail: [william\\_lonstein@hq.dla.mil](mailto:william_lonstein@hq.dla.mil)

**DCMDE Point of Contact:**


- Jean Labadini, DCMDE-OTBC
- Phone: (617) 753-3166
- Fax: (617) 753-4257
- E-Mail: [jlabadini@dcrb.dla.mil](mailto:jlabadini@dcrb.dla.mil)

**DCMDI Point of Contact:**

- Scott Clemons, DCMDI-OTBC
- Phone: (703) 767-2764
- Fax: (617) 753-4257
- E-Mail: [scott\\_clemons@hq.dla.mil](mailto:scott_clemons@hq.dla.mil)

**DPSC Point of Contact:**

- Simone Anderson, DPSC-FBE
- Phone: (215) 737-8351
- Fax: (215) 737-8671
- E-Mail: [paa1329@dpsc.dla.mil](mailto:paa1329@dpsc.dla.mil)

  
JILL E. PETTIBONE  
Executive Director  
Contract Management Policy

cc:

Commander, DCMC Atlanta  
Commander, DCMC Birmingham  
Commander, DCMC Americas-Puerto Rico